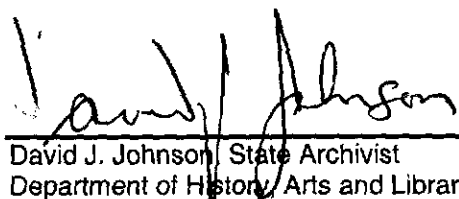


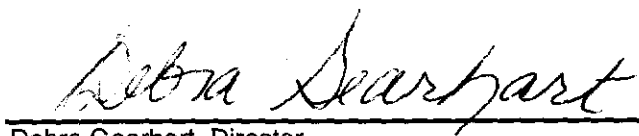
## GENERAL SCHEDULE #7 - Local Health Departments

This Retention and Disposal Schedule replaces General Schedule #7 that was approved on November 19, 1963.

This Retention and Disposal Schedule covers records that are commonly found in **local health departments**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

  
\_\_\_\_\_  
Janet Olszewski, Director  
Department of Community Health  
9-7-04  
(Date)

  
\_\_\_\_\_  
David J. Johnson, State Archivist  
Department of History, Arts and Libraries, State Archives of Michigan  
9/14/04  
(Date)

  
\_\_\_\_\_  
Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services  
9/10/04  
(Date)

**APPROVED**

\_\_\_\_\_  
State Administrative Board  
10-5-04  
(Date)

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
/GS07/      *Local Health Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
0.INTRO -	<u>Table of Contents</u>		
	Administrative/Managerial: item #1 - 73 Clinical Services and Programs: item #74 - 157 Environmental Health Services: item #158 - 181 Other Programs and Operations: item #182 - 193		
7.001 -	<u>Activity Reports</u>	FY+3	10/05/2004
	Daily Activity/Service Report Form		
7.002 -	<u>Bank--Cancelled Checks</u>	FY+7	10/05/2004
7.003 -	<u>Bank Deposit Slips</u>	FY+3	10/05/2004
7.004 -	<u>Bank Reconciliation Slips</u>	FY+3	10/05/2004

ACT = Active

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.005 -	<u>Bank Signature Cards</u>	ACT	10/05/2004
7.006 -	<u>Bank Statements</u>	CR+7	10/05/2004
7.007 -	<u>Approved Fiscal Year Budget Summary</u>	PERM	10/05/2004
7.008 -	<u>Budget Detail Reports</u>	CR+5	10/05/2004
7.009 -	<u>Budget Documentation</u>	CR+5	10/05/2004
7.010 -	<u>Employee Contracts/Agreements</u>	ACT+7	10/05/2004
7.011 -	<u>State Contracts/Agreements</u>	EXP+6	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.012 -	<u>Vendor Contracts/Agreements</u>	EXP+6	10/05/2004
7.013 -	<u>Accounting Correspondence</u>	FY+5	10/05/2004
7.014 -	<u>Credit and Collection Correspondence</u>	FY+7	10/05/2004
7.015 -	<u>General Financial Correspondence</u>	FY+3	10/05/2004
7.016 -	<u>Administrative Subject Files</u>	ACT+5	10/05/2004

These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while of interest for ongoing administration.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.017 -	<u>Forms History Record</u>	ACT	10/05/2004
<p>This record will contain a complete history of each form used by an agency and may include past revisions, printing plates, negatives and correspondence. The records will be retained until a form is considered obsolete (ACT).</p>			
7.018 -	<u>Freedom of Information Act (FOIA) Records</u>	CR+1	10/05/2004
<p>This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.</p>			
7.019 -	<u>General Correspondence</u>	CR+2	10/05/2004
<p>General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.</p>			
7.020 -	<u>Legislative Records</u>	CR+5	10/05/2004
<p>These records include copies of House and Senate bills, bill analyses, program bulletins, and related correspondence.</p>			

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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**7.021 -      Litigation Files      **CR+5**      **10/05/2004****

Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.

**7.022 -      Policies, Procedures and Directives      **PERM**      **10/05/2004****

These records include manuals, regulations, orders, circulars, information sheets, memos, etc. They do not include distribution and reference copies.

**7.023 -      Policy Development Records      **EVT**      **10/05/2004****

These records may include memos, copies of legal decisions, statutes, bulletins, newspaper clippings, drafts, revisions, copies of policies and procedures, and other supporting documentation used in the development and promulgation of official policies and procedures. The retention period is applied from the effective date of the policy/procedure or the last date of revision, which ever is later (EVT).

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.024 -	<u>Transitory Correspondence</u>	CR+0/1	10/05/2004
<p>Transitory correspondence is written communication of short term interest which has no documentary value and need not be retained more than 30 days. This type of correspondence message has limited administrative and evidential value which is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information which require no: administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.</p>			
7.025 -	<u>Accounts Payable Journal</u>	FY+10	10/05/2004
7.026 -	<u>Accounts Receivable Journal</u>	FY+10	10/05/2004
7.027 -	<u>Cash Journal</u>	FY+10	10/05/2004
7.028 -	<u>General Journal</u>	FY+10	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.029 -	<u>General Ledger</u>	FY+10	10/05/2004
7.030 -	<u>Journal Entries</u>	FY+10	10/05/2004
7.031 -	<u>Payroll Journal</u>	FY+10	10/05/2004
7.032 -	<u>Board of Health Meeting Records</u>	PERM	10/05/2004
<p>These records document the official activities of the Board of Health. These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. If audio/visual recordings are transcribed the original recordings can be destroyed; the transcriptions will be preserved. If audio/visual recordings are not transcribed, the original recordings shall be retained. These records do not include meeting notices, bulletins, or documentation of expenditures.</p>			
7.033 -	<u>Meeting Records</u>	PERM	10/05/2004
<p>These records document internal departmental, division, and other staff meetings. These records may include meeting minutes, agendas, and distribution materials.</p>			

Transfer to State Archives

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.034 -	<u>Open Meeting Transcripts</u>	PERM	10/05/2004
			Transfer to State Archives
	These records contain approved transcripts of open meetings.		
7.035 -	<u>Closed Meeting Records</u>	EVT	10/05/2004
	These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation related to closed meeting sessions only. EVT = 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session occurred. MCL 15.263 sec (3)(5).		
7.036 -	<u>Payroll Earnings Record</u>	FY+10	10/05/2004
7.037 -	<u>W-2 Forms</u>	FY+10	10/05/2004
7.038 -	<u>Personnel Records--Applications</u>	CR+0/6	10/05/2004
	Applicants.		
7.039 -	<u>Personnel Records--Applications</u>	ACT+7	10/05/2004
	Employees. ACT = Until termination of employment.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.040 -	<u>Personnel Records--Contracts</u>	ACT+7	10/05/2004
	ACT = Until termination of employment.		
7.041 -	<u>Personnel Records--Correspondence</u>	ACT+7	10/05/2004
	ACT = Until termination of employment.		
7.042 -	<u>Personnel Records--Daily Time Sheets</u>	CR+5	10/05/2004
7.043 -	<u>Personnel Records--Disability Claims</u>	ACT+7	10/05/2004
	ACT = Until termination of employment.		
7.044 -	<u>Personnel Records--Employee Files</u>	ACT+7	10/05/2004
	ACT = Until termination of employment.		
7.045 -	<u>Personnel Records--Garnishments</u>	ACT+3	10/05/2004
	ACT = Until termination of employment.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.046 -	<u>Personnel Records--Leave Sheets</u>	CR+3	10/05/2004
7.047 -	<u>Personnel Records--Pensions</u>	PERM	10/05/2004
7.048 -	<u>Personnel Records--Unemployment Claims</u>	ACT+7	10/05/2004
ACT = Until termination of employment.			
7.049 -	<u>Personnel Records--Workers Compensation</u>	CR+10	10/05/2004
7.050 -	<u>Personnel Records--Performance Evaluations</u>	CR+2	10/05/2004
7.051 -	<u>Personnel Records--Disciplinary Actions</u>	CR+7	10/05/2004
7.052 -	<u>Personnel Records--Awards/Recognitions</u>	CR+2	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.053 -	<u>Personnel Records--Physical Exam/Health</u>	ACT	10/05/2004
	ACT = Until termination of employment.		
7.054 -	<u>Personnel Records--Professional Licenses/Registrations</u>	ACT	10/05/2004
	ACT = Until expiration or termination of employment.		
7.055 -	<u>Personnel Records--Professional Liability Insurance</u>	ACT	10/05/2004
	ACT = Until expiration or termination of employment.		
7.056 -	<u>Personnel Records--Personal Auto Insurance</u>	EXP	10/05/2004
7.057 -	<u>Personnel Records--Exit Conference</u>	ACT+7	10/05/2004
	ACT = Until termination of employment.		
7.058 -	<u>Insurance Policies</u>	EXP+3	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.059 -	<u>Agency Internal Newsletters</u>	PERM	10/05/2004
7.060 -	<u>General Publications</u>	PERM	10/05/2004
	Brochures, pamphlets, training materials, etc.		
7.061 -	<u>News Service Clippings</u>	CR+5	10/05/2004
7.062 -	<u>Photographs, Films, and Videos</u>	CR+10	10/05/2004
7.063 -	<u>Press Releases</u>	PERM	10/05/2004
7.064 -	<u>Publication Development Records</u>	CR+2	10/05/2004
7.065 -	<u>Purchasing Invoices</u>	FY+7	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.066 -	<u>Purchasing Bids</u>	FY+3	10/05/2004
7.067 -	<u>Annual Financial Reports</u>	FY+7	10/05/2004
7.068 -	<u>Audit Reports</u>	FY+7	10/05/2004
7.069 -	<u>Incidental Reports</u>	FY+7	10/05/2004
7.070 -	<u>Narrative Reports</u>	PERM	10/05/2004
	Annual reports and updates.		
7.071 -	<u>Depreciation Schedules</u>	ACT+10	10/05/2004
	ACT = Until item is disposed of.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.072 -	<u>Inventory Schedules</u>	ACT+10	10/05/2004
	ACT = Until item is disposed of.		
7.073 -	<u>Subscriptions</u>	CR+1	10/05/2004
	Pertinent articles may be retained at the discretion of the individual.		
7.074 -	<u>Adolescent Health Client Folders</u>	ACT	10/05/2004
	These folders may include client data sheets, narrative/notes, correspondence, nurse practitioner/physician orders, lab results, referrals, etc. ACT = Until 6 years from the date of the last service, or a minimum of one year after the client reaches the age of 18, whichever is longer.		
7.075 -	<u>Adverse Reaction Form</u>	ACT+7	10/05/2004
	VAERS-1 Form. ACT = Until the date the form is completed, or until a minor client is past the age of majority. If involved in litigation, retain until the case is resolved.		
7.076 -	<u>Biologics Vaccines--Vaccine Storage and Handling Accident Cost Report</u>	FY+3	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.077 -	<u>Biologics Vaccines--Local Public Health Vaccine Doses Administered Reporting Form: Birth through Age 18</u>  DCH-0573	FY+3	10/05/2004
7.078 -	<u>Biologics Vaccines--Local Public Health Vaccine Doses Administered Reporting Form: Age 19 to 65 and older</u>  DCH-0574	FY+3	10/05/2004
7.079 -	<u>Biologics Vaccines--Private Provider Vaccine Doses Administered Reporting Form: Birth through Age 18</u>  DCH-0456	FY+3	10/05/2004
7.080 -	<u>Biologics Vaccines--Private Provider Vaccine Doses Administered Reporting Form: Age 19 to 65 and older</u>  DCH-0455	FY+3	10/05/2004
7.081 -	<u>Biologics Vaccines--Local Health Department Monthly Vaccine Inventory Report</u>  DCH-0742	FY+3	10/05/2004
7.082 -	<u>Biologics Vaccines--VFC and MI-VFC Provider Enrollment Form</u>	FY+1	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.083 -	<u>Biologics Vaccines--VFC and MI-VFC Programs Provider Profile</u>	FY+1	10/05/2004
7.084 -	<u>BCCCP Client Folders</u>	ACT+6	10/05/2004
	Breast and Cervical Cancer Control Program (BCCCP) folders may include narrative, physician orders, lab results, correspondence, client case records, visit sheet, etc. ACT = Until date of last service.		
7.085 -	<u>Childhood Lead Poisoning Prevent Program--Daily Activity Logs</u>	PERM	10/05/2004
7.086 -	<u>Childhood Lead Poisoning Prevent Program--Client Folders</u>	PERM	10/05/2004
	Folders may include health history, growth chart, lab results, correspondence, referrals, etc.		
7.087 -	<u>Childhood Lead Poisoning Prevent Program--Home Care Visits/Services</u>	PERM	10/05/2004
	Client folders may include family database, nursing assessment, doctor's orders, narrative notes, care plans, environmental assessments, etc.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.088 -	<u>Childhood Lead Poisoning Prevent Program--Administrative Records</u>	PERM	10/05/2004
	Files may include in-service records, agency evaluations, advisory meetings materials, etc.		
7.089 -	<u>CSHCS Client Folders</u>	ACT+6	10/05/2004
	Children's Special Health Care Services (CSHCS) Program files may include family/client data sheet, assessment, referrals, care plans, medical reports, narrative, physician orders, lab results, etc. ACT = Until date of last active eligibility period.		
7.090 -	<u>Disease Investigation Surveillance--Rash Illness Investigation Form</u>	ACT+5	10/05/2004
	IP-15 ACT= Until end of year in which follow-up was completed.		
7.091 -	<u>Disease Investigation Surveillance--Tetanus Investigation Form</u>	ACT+5	10/05/2004
	CDC 71.15 ACT= Until end of year in which follow-up was completed.		
7.092 -	<u>Disease Investigation Surveillance--Polio Investigation Form</u>	ACT+5	10/05/2004
	CDC C-14B ACT= Until end of year in which follow-up was completed.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.093 -	<u>Disease Investigation Surveillance--Diphtheria Investigation Form</u>  CDC ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.094 -	<u>Disease Investigation Surveillance--Pertussis Investigation Form</u>  CDC 71.14A ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.095 -	<u>Disease Investigation Surveillance--Enteric Illness Form</u>  C-30 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.096 -	<u>Disease Investigation Surveillance--Viral Hepatitis Form</u>  CDC 53.1 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.097 -	<u>Disease Investigation Surveillance--Bacterial Meningitis Form</u>  C-42 or CDC 52.15 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.098 -	<u>Disease Investigation Surveillance--Viral CNS Infection Form</u>  C-14B ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.099 -	<u>Disease Investigation Surveillance--Mumps Investigation Form</u>  MDCH IP-76 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.100 -	<u>Disease Investigation Surveillance--Rabies Investigation Report</u>  ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.101 -	<u>Disease Investigation Surveillance--Legionellosis Form</u>  CDC 52.56 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.102 -	<u>Disease Investigation Surveillance--Lyme Disease Form</u>  CDC 55.54 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.103 -	<u>Disease Investigation Surveillance--Kawasaki Syndrome Form</u>  CDC 55.54 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.104 -	<u>Disease Investigation Surveillance--Malaria Form</u>  CDC 54.1 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.105 -	<u>Disease Investigation Surveillance--Typhoid Fever Form</u>  CDC 52.5 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.106 -	<u>Disease Investigation Surveillance--Weekly Report of Communicable Diseases</u>  C-10 ACT= Until end of year in which follow-up was completed.	ACT+5	10/05/2004
7.107 -	<u>Disease Investigation Surveillance--Report of Case of TB</u>  RVCT, CDC 72.9A ACT= Until end of year in which follow-up was completed.	ACT+12	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.108 -	<u>Disease Investigation Surveillance--RVCT Follow-up Report</u>  CDC 72.96 ACT= Until end of year in which follow-up was completed.	ACT+12	10/05/2004
7.109 -	<u>Disease Investigation Surveillance--Tuberculosis Program Management Reports</u>  CDC 72.16 and 72.21	CR+3	10/05/2004
7.110 -	<u>Disease Investigation Surveillance--Tuberculin Test Record</u>  K-704 If test is positive, transfer the record to the family folder and retain accordingly.	CR+3	10/05/2004
7.111 -	<u>Disease Investigation Surveillance--Gonorrhea Epidemiologic Control Record</u>  V-5 ACT = Until last reactive/positive test. Records indicating syphilis diagnosis should be kept indefinitely, or until it is determined the patient is deceased. Records must be kept in a locked file at all times.	ACT+5	10/05/2004
7.112 -	<u>Disease Investigation Surveillance--Confidential Venereal Disease-Chlamydia Case Report</u>  V-76A ACT = Until last reactive/positive test. Records indicating syphilis diagnosis should be kept indefinitely, or until it is determined the patient is deceased. Records must be kept in a locked file at all times.	ACT+5	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.113 -	<u>Disease Investigation Surveillance--Important Health Information (HIV Consent Form)</u>	ACT+5	10/05/2004
	DCH 0675 (previously HP-143) ACT = Until last reactive/positive test. Records indicating syphilis diagnosis should be kept indefinitely, or until it is determined the patient is deceased. Records must be kept in a locked file at all times.		
7.114 -	<u>Disease Investigation Surveillance--HIV Counseling and Testing Report Form</u>	ACT+5	10/05/2004
	1998-33-196 ACT = Until last reactive/positive test. Records indicating syphilis diagnosis should be kept indefinitely, or until it is determined the patient is deceased. Records must be kept in a locked file at all times.		
7.115 -	<u>Disease Investigation Surveillance--Field Record</u>	ACT+5	10/05/2004
	CDC 73.2936S ACT = Until last reactive/positive test. Records indicating syphilis diagnosis should be kept indefinitely, or until it is determined the patient is deceased. Records must be kept in a locked file at all times.		
7.116 -	<u>Disease Investigation Surveillance--Partner Counseling and Referral Services Patient Investigation Form</u>	ACT+0/3	10/05/2004
	HP-123 ACT = Until completion of follow-up. Destroy in accordance with Health Department policy and PA 488 of 1988.		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.117 -	<u>Disease Investigation Surveillance--Confidential Request for Assistance with Partner Counseling and Referral Services</u>  HP-139 ACT = Until completion of follow-up. Destroy in accordance with Health Department policy and PA 488 of 1988.	ACT+0/3	10/05/2004
7.118 -	<u>Disease Investigation Surveillance--Partner Counseling and Referral Services Client Activity Log A</u>  HP-122A ACT = Retain according to agency policy.	ACT	10/05/2004
7.119 -	<u>Disease Investigation Surveillance--Partner Counseling and Referral Services Partner Activity Log B</u>  HP-122B ACT = Retain according to agency policy.	ACT	10/05/2004
7.120 -	<u>Early Periodic Screening, Diagnosis and Treatment--Outreach Case Summaries Form</u>  DSS-232A	ACT	10/05/2004
7.121 -	<u>Early Periodic Screening, Diagnosis and Treatment--Client Folders</u>  Folders may include health history, growth chart, screening summary form, referrals, etc.	CR+6	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.122 -	<u>Family Planning--Client Folders</u>	ACT+6	10/05/2004
	Folders may include narrative, physician orders, correspondence, client data sheet, visit sheets, etc. ACT = Until date of last service or a minimum of one year after the client reaches the age of 18, whichever is longer.		
7.123 -	<u>Family Planning--Pap and Pathology Results</u>	CR+10	10/05/2004
7.124 -	<u>Family Planning--General Lab Results</u>	CR+2	10/05/2004
	Records must be destroyed in a confidential manner.		
7.125 -	<u>Report of Hearing Evaluation and Report to School</u>	ACT+7	10/05/2004
	H-611 ACT = Until date of last service. Children referred for medical evaluation must be maintained as active until two normal audio grams are obtained consecutively, typically within 18 month interim. Files on hearing impaired children will be maintained as active until age 21 years.		
7.126 -	<u>Immunizations--Signature Record Card</u>	ACT	10/05/2004
	DCH-0606 ACT = 10 years from the end of the year in which the vaccine is given, or 7 years past the age of majority if the client is a minor.		

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7.127 -	<u>Immunizations--Vaccine Administration Record</u>  IP-95 ACT = 10 years from the end of the year in which the vaccine is given, or 7 years past the age of majority if the client is a minor.	ACT	10/05/2004
7.128 -	<u>Immunizations--School Entrants Immunization Report Form</u>  DCH-0662 ACT = Until end of school year.	ACT+1	10/05/2004
7.129 -	<u>Immunizations--Child Care Center Immunization Report Form</u>  DCH-0663 ACT = Until end of school year.	ACT+1	10/05/2004
7.130 -	<u>Immunizations--Summary Report Form</u>  DCH-0695 ACT = Until end of school year.	ACT+1	10/05/2004
7.131 -	<u>Infant Support Services (ISS) Client Folders</u>  Folders may include assessments, consent, care plans, discharge summary, referral forms, etc. ACT = Until date of last service.	ACT+6	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.132 -	<u>Maternal Support Services (MSS) Client Folders</u>	ACT+6	10/05/2004
	Folders may include assessments, consent, care plans, discharge summary, referral forms, etc. ACT = Until date of last service.		
7.133 -	<u>PLPW/PNC--Enrollment Form</u>	ACT+5	10/05/2004
	Prenatal Enrollment and Coordination (PLPW/PNC) Program form H-247. ACT = Until date of last service.		
7.134 -	<u>PLPW/PNC--Monthly Notice of Pregnancy Outcome and Medicaid Enrollment Form</u>	ACT+5	10/05/2004
	Prenatal Enrollment and Coordination (PLPW/PNC) Program form H-248. ACT = Until date of last service.		
7.135 -	<u>PLPW/PNC--Client Folders</u>	ACT+5	10/05/2004
	Prenatal Enrollment and Coordination (PLPW/PNC) Program client folders may include Income Calculation form (H-1008, H-740, H-1064), Statement of Need form (DSS-3243), Medicaid Application form (DSS-4525), etc. ACT = Until date of last service.		
7.136 -	<u>Public Health Nursing Client Folders</u>	ACT+12	10/05/2004
	Folders may include family/client data sheet, x-rays, narrative, correspondence, physician orders, lab results, etc. ACT = Until date of discharge from service.		

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7.137 -	<u>Teen Parent Program (TPP) Client Folders</u>	ACT+6	10/05/2004
	Folders may include narrative, assessment, etc. ACT = Until date of last service.		
7.138 -	<u>School Vision Screening Room Summary Form</u>	ACT+7	10/05/2004
	H-114 ACT = Until date of last service. This is to accommodate children needing re-testing over a span of two school years, visually impaired children, etc.		
7.139 -	<u>WIC--Dual Participation Report</u>	FY+ 3 0/6	10/05/2004
	Women, Infants and Children (WIC) Program form P-16107. Records must be destroyed in a confidential manner. (Policy 1.10)		
7.140 -	<u>WIC--Focus HOPE/CSFP Dual Participation Report</u>	FY+ 3 0/6	10/05/2004
	Women, Infants and Children (WIC) Program form P-16196. Records must be destroyed in a confidential manner. (Policy 1.10)		
7.141 -	<u>WIC--Coupon Issuance Register</u>	FY+3 0/6	10/05/2004
	Women, Infants and Children (WIC) Program form P-16276. Records must be destroyed in a confidential manner. (Policy 1.10)		

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7.142 -      WIC--Coupon Copies      EVT+0/9      10/05/2004

Women, Infants and Children (WIC) Program form H-767. EVT = Date when coupon is distributed to participant. (Policy 8.04)

7.143 -      WIC--Client Folders      ACT+3 0/6      10/05/2004

Women, Infants and Children (WIC) Program client/participant folders may include income determination, nutrition care plans, DCE/worksheet copies, dietary questionnaire/evaluation forms, fair hearing records, child abuse and neglect reports, health history forms, notification of termination or ineligibility, nutrition education and referrals, lab results, etc. ACT = Until the end of the fiscal year in which a client stopped receiving services. MDCH will issue a letter each March approving the destruction of client/participant folders. Records must be destroyed in a confidential manner. (Policy 1.10)

7.144 -      WIC--Numeric Listing Report      ACT      10/05/2004

Women, Infants and Children (WIC) Program form P-16102. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)

7.145 -      WIC--Alphabetical Listing Report      ACT      10/05/2004

Women, Infants and Children (WIC) Program form P-16105. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)

Item Number	Series Title	Total Retention	State
			Administrative Board Approval Date
7.146 -	<u>WIC--Subsequent Certification Due Listing Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16102. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.147 -	<u>WIC--Update Transaction Register</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16504. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.148 -	<u>WIC--Edit Reports</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16193. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.149 -	<u>WIC--Participant Profile Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16191. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.150 -	<u>WIC--Participants Not Issued Coupons Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16675. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.151 -	<u>WIC--Racial/Ethnic Participation and Enrollment Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16110. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.152 -	<u>WIC--Participant Enrollment by Priority Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16111. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.153 -	<u>WIC--Participant Recordkeeping Priority Status Participation by WIC Code-Initial Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16114. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.154 -	<u>WIC--Migrant Participation Report Closeout</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16112. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.155 -	<u>WIC--Participation and Enrollment by Priority Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16115. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.156 -	<u>WIC--Racial/Ethnic Participation and Enrollment by Priority Reports</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16116. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.157 -	<u>WIC--Vendor Number Listing Report</u>	ACT	10/05/2004
	Women, Infants and Children (WIC) Program form P-16411. ACT = Until the end of the fiscal year when no longer useful. (Policy 1.10)		
7.158 -	<u>Complaints</u>	CR+5	10/05/2004
7.159 -	<u>DSS Facilities--Inspection Reports</u>	CR+3	10/05/2004
7.160 -	<u>DSS Facilities--Licenses</u>	CR+3	10/05/2004
7.161 -	<u>DSS Facilities--Routine Correspondence</u>	CR+3	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.162 -	<u>DSS Facilities--Water Sample Results</u>	CR+3	10/05/2004
7.163 -	<u>DSS Facilities--Plans</u>	PERM	10/05/2004
7.164 -	<u>DSS Facilities--Enforcement Actions</u>	PERM	10/05/2004
7.165 -	<u>Food Service--Inspection Reports</u>	CR+5	10/05/2004
7.166 -	<u>Food Service--License Application</u>	CR+5	10/05/2004
7.167 -	<u>Food Service--Licenses</u>	CR+5	10/05/2004
7.168 -	<u>Food Service--Routine Correspondence</u>	CR+2	10/05/2004

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.169 -	<u>Food Service--Temporary Food Licenses</u>	CR+1	10/05/2004
7.170 -	<u>Food Service--Legal Documents</u>	CR+10	10/05/2004
7.171 -	<u>Food Service--Enforcement Actions</u>	CR+10	10/05/2004
7.172 -	<u>Food Service--Food Outbreak Investigations</u>	CR+5	10/05/2004
7.173 -	<u>Food Service--Water Sample Results Log Form</u>	CR+5	10/05/2004
7.174 -	<u>Food Service--Water Sample Result Form</u>	CR+1	10/05/2004
7.175 -	<u>Food Service--Water Supply Information</u>	PERM	10/05/2004

Documents may be destroyed if the establishment is connected to a municipal water or sewer system.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.176 -	<u>Food Service--Sewage Disposal Information</u>	PERM	10/05/2004
7.177 -	<u>Food Service--Construction Plans and Specifications</u>	ACT	10/05/2004
ACT = While structure is in use for food services.			
7.178 -	<u>Health Care Facilities--Inspection Reports</u>	CR+3	10/05/2004
7.179 -	<u>Health Care Facilities--Licenses</u>	CR+3	10/05/2004
7.180 -	<u>Health Care Facilities--Routine Correspondence</u>	CR+3	10/05/2004
7.181 -	<u>Plans</u>	ACT	10/05/2004

For all environmental health programs. ACT = Until structure or property is converted to another use.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.182 -	<u>Alcohol/Drug Abuse Program--Outpatient Folders</u>	ACT+5	10/05/2004
	Folders may include DDA case record, AHSEP case records, prevention activity records, DDA activity records, AHSEP activity records. ACT = Until services are terminated.		
7.183 -	<u>Alcohol/Drug Abuse Program--AAP Records and Program Plan</u>	CR+3	10/05/2004
7.184 -	<u>Alcohol/Drug Abuse Program--Program Statistical Data</u>	CR+10	10/05/2004
7.185 -	<u>Alcohol/Drug Abuse Program--Contracts</u>	EXP+6	10/05/2004
7.186 -	<u>Alcohol/Drug Abuse Program--License</u>	CR+3	10/05/2004
7.187 -	<u>Certified Diabetes Self-Management Education Programs</u>	CR+7	10/05/2004

Program certification documents.

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
7.188 -	<u>Home Care--Daily Activity Logs</u>	ACT+6	10/05/2004
	ACT = During eligibility period.		
7.189 -	<u>Home Care--Family/Client Folders</u>	ACT+6	10/05/2004
	Folders may include family database, nursing assessment, doctor's orders, narrative notes, care plans, etc. ACT = During eligibility period.		
7.190 -	<u>Home Care--Insurance Records</u>	ACT+6	10/05/2004
	ACT = During eligibility period.		
7.191 -	<u>Home Care--Administrative Records</u>	ACT+6	10/05/2004
	Files may include in-service records, annual agency evaluations, advisory meeting minutes, etc. ACT = During eligibility period.		
7.192 -	<u>Safety and Public Incident Reports</u>	EVT+12	10/05/2004
	Incidents may include evacuations, quarantines, exposures, etc.		

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			Administrative Board Approval Date
7.193 -	<u>Hazardous Materials Safety Data Sheets</u>	ACT+30	10/05/2004

Federal law [OSHA 29 CFR1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. ACT = While the hazardous material is in use or stored on the property.

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